

NEVADA PUBLIC RADIO®

November 2018

Development Coordinator Position Description

Nevada Public Radio is looking to expand their Development Department and is looking for a dynamic and hard-working Development Coordinator to support the Development Department. This is the perfect position for a career-minded individual newly entering, or re-entering, the market and interested in joining a leading media company.

Why work with us? Nevada Public Radio's mission is to enhance the quality of life and foster civic engagement by informing, educating and inspiring our growing audiences. The Development department has an essential responsibility to work with listeners, members, businesses and the community to fund everything audiences value from News 88.9 KNPR, Classical 89.7 KCNV, NV89 Music Discovery and in Desert Companion magazine.

Summary

The Development Coordinator will work in a team-based environment on the scheduling, planning and execution of all fundraising campaigns and special events. This includes on-air campaigns, online auctions and day-to-day fundraising activities including direct mail and ticket giveaways. The Development Coordinator initiates and manages ongoing contact with Nevada Public Radio's core constituency – its listeners and members. He or she will carry out specifically assigned daily, weekly and monthly processing assignments related to building and analyzing the donor database and resolving the concerns of members.

This position reports to the Development Assistant Manager and Development Manager.

Duties and Essential Job Functions

❖ MEMBER RELATIONS

- Respond to all donor inquiries by phone and email and apply critical thinking skills to troubleshoot issues. Fulfill thank-you gift requests, schedule & write on-air sponsor messages and update payment and account information while providing exemplary service.
- Independently manage daily cash-handling procedures including processing gifts received by mail, verifying and uploading online transactions and applying pledge and payment records to individual donor accounts.
- Execute monthly membership renewal and bulk mailing. Prepare letters of request and pledge media, follow USPS requirements for bulk mailing, and ensure project execution on a deadline.
- Recruit, schedule and train volunteers for monthly mailings and membership drives.

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❖ SPECIAL EVENTS/PUBLIC RELATIONS

- Solicit items for semi-annual Online Auction fundraisers through constant outreach and by developing relationships with businesses on behalf of the organization. Process and organize donations, create package web pages, manage donor database, design package certificates, execute promotion of event on-air and online and write acknowledgement letters to donors.
- Build benefit event ticket/giveaway entry web pages, draft promotional scripts for on-air, prepare daily reports, distribute tickets and staff event (includes nights and weekends).
- Communicate fundraising messages on-air through live and recorded breaks in programming.
- Work closely with the Assistant Development Manager, Development Manager and the Director of Development as directed and perform miscellaneous job-related duties as assigned.

❖ ENHANCE TEAM AND CULTURE

- Be results and team oriented and foster a solution-based culture with others.
- Approach and complete responsibilities with an understanding that operational excellence is critical to the success of Nevada Public Radio.
- Continually demonstrate an ability to influence and work closely with a team at all levels within the organization.
- Tackle responsibilities with an eye to improve, innovate, and creatively solve problems. Exhibit leadership and a desire to grow professionally within the department and organization.

Requirements

- Bachelor's degree preferred.
- Advanced Microsoft Office skills and comfort with Adobe platforms.
- Prior PR, events or non-profit experience is preferred, but not required; however, candidate must display an ability to learn quickly.
- Effective communication skills, attention to detail, data management skills, initiative and ability to own projects from start to finish, can approach tasks strategically as well as own and master the details.
- Ability to prioritize and use effective time management skills.
- Flexibility in scheduling beyond a traditional work day including nights and weekends, with little notice.
- Ability to arrive to work on time, work a consistent work week, and attend outside meetings and events.

Salary

Commensurate on experience; full-time, non-exempt position with excellent benefits package.

Application Process

Deadline: Open until filled

To Apply: Send a cover letter stating interest, salary/wage history and source where you learned of the open position; and include your resume and three professional and/or educational references.

Mail, E-Mail or Fax to:

Nevada Public Radio
Attn: Human Resources
1289 S Torrey Pines Dr.
Las Vegas, NV 89146
jobs@nevadapublicradio.org
Fax: (702) 258-5646

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Please No Phone Calls

Applicants considered for this position will be required to submit to a background check.

All Nevada Public Radio employees are asked to sign their understanding of and compliance with our Employee Handbook upon acceptance of an offer of employment. This document covers the benefits available to NVPR employees, our policies and procedures and our commitment to providing a safe, inclusive, non-discriminatory and welcoming work environment.

As stated in the NVPR Employee Handbook, Nevada Public Radio requires attendance by all employees at many station events including, but not limited to, the four weeks throughout the year when on-air fundraising campaigns are held. Vacation requests during these times will not be granted, except under extraordinary circumstances as approved by the CEO.

In addition, upon acceptance of an offer of employment, the successful candidate will be asked to sign in acknowledgement of receiving, reviewing and understanding of the responsibilities and essential functions of the position as stated and the at-will status of the position.

Nevada Public Radio is an Equal Opportunity Employer